

SECRET

11 MAY 1961

INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 39a

The Director of Security establish the policy of complete integration of the internal records of the Office of Security.

ACTION

The principle of completely integrated Security records is compatible with the Director of Security's action in 1958 when he established the Security Records Division to maintain and service the Overt and Covert Security case files. The records survey now being conducted in Security Records Division by the Records Management Staff will include comments and recommendations on this central integration of Security records.

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**2nd PROGRESS REPORT
ON IMPLEMENTATION OF RECOMMENDATIONS OF
INSPECTOR GENERAL'S SURVEY REPORT ON OFFICE OF SECURITY DECEMBER 1960**

RECOMMENDATION No. 39a

The Director of Security establish the policy of complete integration of the internal records of the Office of Security.

ACTION

A report of records survey in the Security Records Division was completed and reported on by the Records Management Staff under date of 16 June 1961. The report recommended that the Office of Security:

- 1. Establish only one control for each case processed.**
- 2. Relocate individual files side-by-side whether overt or covert.**
- 3. Consider putting all material on one individual into one file.**

The Director of Security has commenced implementation of Management's Recommendations No. 1 and No. 2. With respect to Management's Recommendation No. 3, the Director of Security believes, and the Deputy Director (Support) concurs, that it would be uneconomical and unwise and unsafe from a security point of view in all cases to put all material concerning an individual into one file. The sensitivity of some files and the general use of files in "Other Agency Name Checks" present a security hazard to completely integrate the files.

The implementation of Management's Recommendation No. 2 for relocating individual files in juxtaposition would appear to satisfy the integration idea without incurring the security risk by placing all material concerning one individual into one file. Therefore, it is considered that the Inspector General's Recommendation No. 39a has been substantially complied with through the Management Staff Survey and the implementing actions by the D/S as mentioned above.

STATUS

Implementation of recommendation accomplished.

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